

## **Procedures for the Designation of Single Family Homes as Historic Structures**

The City of Miami Beach is actively promoting the historic designation of eligible single family homes to be designated as historic structures. There are many advantages to designation, including the following:

- Designated Single Family Homes are eligible for Property Tax Abatements from the County.
- Designated Single Family Homes are eligible for waivers from minimum flood plain requirements should any improvements exceed the 50% rule.

The process for Single Family Designation has been substantially simplified in order to make the entire procedure as easy and as pain free as possible. After the submission of an application for the designation of a single family home as an historic structure is submitted by the property owner to the Planning Department, the Historic Preservation Board will make a determination as to whether the subject structure may be designated as an historic structure, based upon the requirements and criteria of section 118-592 of the City Code. The following information makes up the application package:

1. A current survey (no less than 6 months old), which is signed and sealed by a professional engineer or a professional land surveyor, and a legal description of the property.
2. An historic resources report containing all relevant and available data including, but not limited to, the building card, historic microfilm and historic photos, which delineates the historic, cultural, aesthetic or architectural significance of the subject structure.
3. Existing conditions site plan, floor plans and elevation drawings of the subject structure.
4. A detailed photographic record of the exterior of the subject structure.
5. A completed application form.

Upon receipt of 10 copies of the completed application package, the Planning Department shall present the proposed request for designation to the Historic Preservation Board at the next regularly scheduled meeting. An application for the individual designation of a single family home shall not require a fee.

If the Historic Preservation Board finds that the proposed single family designation application meets the criteria set forth in section 118-592 of the City Code, it shall designate the single family home as a local historic structure. No further hearings or meetings shall be required.

Upon the designation of a single-family home as an historic structure, the structure shall be subject to the certificate of appropriateness requirements of the City Code, with the exception of the interior areas of the structure, which shall not be subject to such

regulations. Additionally, most improvements to single family homes designated as historic structures can be approved administratively, without having to go before the City's Historic Preservation Board. Such improvements include the following.

1. Additions to single family structures, whether attached or detached, which are not substantially visible from the public right-of-way or from the ocean front.
2. Modifications, additions, alterations and demolition to single family structures, provided such modifications, additions, alterations and demolition are substantially in accordance with historic documentation, or consistent with the architectural scale, massing, character and style of the structure and do not result in the removal of significant architectural features, details or finishes.

For more information on the designation procedures for single family homes please contact Shannon Anderton at 305-673-7000 x6144 or [sanderton@miamibeachfl.gov](mailto:sanderton@miamibeachfl.gov)